



**OFFICIAL RESPONSES TO VENDOR QUESTIONS**  
**Peer Support Services/RFP-2020-DBH-01-PEERS**  
**Part 2**

No.	Question	Answer
1.	<b>General Question</b> a. Should vendors respond to both Section 3 and Section 7 separately in proposals where the same thing is requested in both locations? b. Are Q2 and Subparagraph 7.2.2.5 asking for the same thing?	a. Answers should be submitted as part of Section 3 and then referenced in Section 7, when the same thing is requested in both locations. For example, Q8 requests resumes and Subparagraph 7.2.2.7 requests resumes. The resumes would be submitted once as part of Q8 and then Subparagraph 7.2.2.7 would reference Q8. The proposal narrative (Subparagraph 7.2.2.4) and the request for resumes (Subparagraph 7.2.2.7) should both be included with separate tabs in the original proposal. b. No. These should be answered independently of one another.
2.	<b>General Question</b> Is a Certificate of Vote required as part of the proposal?	No.
3.	<b>General Question</b> Which appendices are required to be returned?	Appendix A, C, D, E, and F. Do <b>not</b> return Appendix B or Appendix G.
4.	<b>Section 3, Statement of Work, Subsection 3.2, Scope of Services, Paragraph 3.2.7, Subparagraph 3.2.7.2</b> If a vendor's site does not provide face-to-face and telephone interactions between 8:00 am to 5:00 pm, Monday-Friday, is a waiver needed in Appendix A?	Yes. Hours covered should be explained in Appendix A. In addition to Appendix A, explain your hours of operation in Q3.
5.	<b>Section 3, Statement of Work, Subsection 3.2, Scope of Services, Paragraph 3.2.8</b> If providing optional services, does a separate budget for each of the three (3) State Fiscal Years (SFY) need to be provided for each optional service?	There should be one (1) budget per State Fiscal Year which includes both optional services and mandatory services. The costs for services being proposed must be explained in the budget narrative. Only NH Peer Voice has a separate budget as explained in the Q&A #8 below.



No.	Question	Answer
6.	<b>Q4</b> What is meant by “operationalizing”?	Operationalizing means how services will be put into practice; meaning how will they be created, structured, and run.
7.	<b>Q7</b> What is being asked in regards to describing our relationship with partner agencies?	The Departments wants to know <b>how</b> you collaborate with other agencies to increase your reach and impact. Please provide a list of agencies and describe items including, but not limited to any activities, shared messaging, presentations, trainings, board meetings/members that illustrate your collaborative relationship. If there are new collaborations/relationships you plan to form, please also describe in your response.
8.	<b>Section 3, Statement of Work, Subsection 3.5 NH Peer Voice (NHPV)</b> <ol style="list-style-type: none"> <li>Should the budget and technical proposal for NHPV staffing include associated costs for the position to function professionally (conference fees, mileage, trainings, technology, etc.) or should these costs be included in the full agency proposal?</li> <li>Should we include a portion of funds associated with overall building and agency indirect expenses (audit fees, legal fees, utilities, mortgage) for the position being based out of the PSA or should these costs be included in the full agency proposal?</li> <li>Are the answers to part a and b of this question still applicable if the vendor is intending to subcontract the supervision and selection of the position to NHPV?</li> </ol>	<ol style="list-style-type: none"> <li>All costs associated with the NHPV portion of the proposal should be included in a stand-alone budget for NHPV only, not the full agency budget proposal, as requested in Q11. The NHPV budget should include all expenses associated with services outlined in Q10, including, but not limited to any conference fees, mileage, and trainings for that one individual. This should be explained in the budget narrative for the NHPV piece of your proposal.</li> <li>Indirect costs related to NHPV that are shared with the overall agency should be included in the overall budget. You do not need to incorporate a percentage of these costs into the NHPV budget. This should be explained in the budget narrative for the NHPV piece of your proposal.</li> <li>Yes.</li> </ol>



No.	Question	Answer
9.	<p><b>Section 4, Finance, Subsection 4.1, Financial Standards, Cost-Q2</b></p> <p>Is this question asking for only the cost for Peer Support Staff or also for Administrative Staff such as Executive Director and Bookkeeper?</p>	<p>All staffing costs should be outlined for this question, including Administrative Staff.</p>
10.	<p><b>Appendix D, Budget Form</b></p> <p>a. Is a separate Budget Form required for each program (for example, Peer Support Center, Warmline, and Respite) or one for the entire Peer Support Agency?</p> <p>b. Should the budget include the Peer Support Agency's entire budget or only items that will be paid for through this contract?</p> <p>c. If our Peer Support Agency has Peer Support agencies in some locations, Warmline in other locations, and only provide Crisis Respite in one of the locations, how should this be listed on the budget?</p> <p>d. What constitutes direct vs indirect costs as pertaining to Total Salary/Wages (staff costs)?</p>	<p>a. One budget form is required for the entire proposal per region, including all programs. If you have two Peer Support Agency regions that your agency oversees, one budget is needed for each region. (As stated in the RFP, an entire proposal (Cost and Technical) is required per region covered, including budgets.)</p> <p>b. Only items that you are requesting payment for as part of any potential contract through this RFP should be included in your budget proposal.</p> <p>c. There should be one (1) budget per region for each State Fiscal Year of the contract which includes all optional and mandatory services. The services provided in some locations and not others should be explained in the budget narrative.</p> <p>d. The Department cannot advise on the appropriate percentage to allocate to overhead (indirect) costs. However, we can offer the following examples on direct/indirect costs. Direct costs are actual costs of providing the line item for the contract. EXAMPLE: Salary for 5 employees to provide services = \$150,000 (money paid to employee is a Direct Incremental budget item). Indirect Costs are actual costs associated with provision of the line item that the vendor has to pay. EXAMPLE: The cost of HR and Payroll services for those employees providing services in the contract = \$6,700/year (that is a fixed indirect cost that is incurred by the vendor to process the paychecks).</p>



No.	Question	Answer
11.	<b>Appendix E, Program Staff List</b> a. Is a separate Program Staff List required for each program (for example, Peer Support Center, Warmline, and Respite) or one for the entire Peer Support Agency? b. Can lines be added to the form to accommodate all programs?	a. One Program Staff List should be submitted for all programs, per region. If you have two Peer Support Agency regions that your agency oversees, one Program Staff List is needed for each region. b. Yes.
12.	<b>Appendix F, Contract Monitoring Provisions, Management Questionnaire, Question #14</b> Who would constitute an independent person?	An independent person is a second person, who verifies that an expenditure made by another person, is appropriate and in accordance with the terms of the contract. For example, one person would be responsible for making a purchase or authorizing payment and a second person (independent person) verifies that funds were spent appropriately. If you do not have an independent person, please mark "No" for Question 14. Marking NO or N/A for any question on the Management Questionnaire does not preclude an agency from being selected.